

Compliments, complaints and appeals form



A. Personal details

Your name:

Name of advocate (if applicable)

Your address

Your phone number(s)

Your email address

Postcode

Complaint made:

If you made your complaint by telephone or in person please record the details below.

in person

by telephone

by email (attach a copy)

by post (attach a copy)

B. Nature of the dispute or complaint

Please tell us what happened, when and where it happened and who was involved. Give as much information as possible and enclose copies of any relevant documents. You can use a separate sheet of paper if necessary.

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B. Have you raised an issue with us before?

Yes

No

If Yes, please tell us who you spoke to, what you were told and why you are still dissatisfied.

D. What would you like to see happen as a result of you raising this issue?

Signature

Date

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